

## SECTION 2 OVERVIEW OF REAL ESTATE SECTION

The Real Estate Section is a part of the Project Development Division of the Louisiana Department of Transportation and Development. The Real Estate Section itself consists of a Headquarters Office and nine District Offices.

The Headquarters and District Real Estate personnel work closely together to handle the many details of right of way acquisition

### ORGANIZATIONAL STRUCTURE

#### 1. Headquarters

The Headquarters Office is divided into four main areas of responsibility: Appraisal, Titles and Acquisition and Utilities:

- **Appraisal** is responsible for setting values on properties to be acquired by the Department. It appraises properties; awards appraisal contracts to fee appraisers through the Division of Administration; and reviews appraisals and sets fair market values according to the Code of Federal Regulations and the Uniform Standards of Professional Appraisal Principals (USPAP).
- **Titles and Acquisition and Relocation** is responsible for coordinating right of way acquisition activities on in-house projects with District Real Estate personnel, preparing acquisition documents, relocating displaced persons, disposing of improvements and selling certain Department-owned excess properties to the public.
- **The Consultant Unit** is responsible for overseeing all projects in which outside consultants are utilized.

#### 2. District Operations

Each of the District Real Estate Offices, located in the nine LA DOTD Districts, is staffed by a District Manager,

Real Estate Agents and a secretary. District personnel handle most acquisition and relocation negotiations. . In addition, they oversee local public agencies handling acquisition activities on state and federally funded projects to insure full compliance with applicable laws and policies.